

Title: Lead Abstractor	Effective Date: June 24, 2017	Grade: XIV	Job Category: Professional
Prior Title: Senior Abstractor	Prior Effective Date: May 11, 2012	Grade: XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for the thorough and detailed research of public record and recommendation of procedures appropriate for transfer of title on all low value parcels; and is responsible for the preparation of abstracts of title and title searches.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Update abstracts from the last entry in an existing abstract or as directed.
- Prepare documents necessary for land transfers.
- Search records to obtain complete chain of title and be able to identify clouds on title.
- Recommend appropriate procedures regarding land transfers.
- Understand wills and probates as relating to real property.
- Assist attorney in securing information regarding land transfers.
- Train and provide direct assistance to Abstractors.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school plus five years of work experience as an abstractor with three years' experience under the direction of the Department's Title Attorney or an abstractor qualified by the Department. Must have passed the examination given by the Arkansas Abstractor's Board of Examiners or the Arkansas Title Insurance Agent's Licensing Board. Knowledge of land transfers and legalities of a paralegal nature. Effective leadership and communication skills. Proficiency in basic computer skills desired, including a working knowledge of Microsoft Word, Excel and Outlook. Valid driver's license. Constant statewide travel. Constant statewide travel for this position means overnight travel up to four nights per week depending on the project locations.

NOTE: ArDOT Abstractors are not to be considered registered Abstractors as defined by the Abstractor's Licensing Law of 1969.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

